

MINUTES OF BOARD OF TRUSTEES' MEETING  
HELD JUNE 20, 1963

Present:	Mr. Hardin	Dr. Paddock
	Dr. Wood	Mr. Schein
	Miss Voigt	Mr. Geaney
	Mr. Cooper	Mr. Wilson
	Mr. Sterling	Mrs. Lynn
	Mr. Schaefer	Father Berry
	Mr. Merdinger	
	Mr. Kilduff - Staff	

Minutes of the last Board Meeting held in April 1963 were approved.

TREASURER'S REPORT

Mr. Cooper gave the Treasurer's Report for the first five months which showed - Disbursements \$45,540.44 - Receipts \$35,891.33 - Deficit \$9,649.11. However, he indicated that the Bureau had not received any money from the Turrell Fund, but this would be forthcoming on July 15, 1963. Members of the Board discussed the increase in the fee service over what was estimated, but it was emphasized again by members of the Board that the fee service plan instituted by Family Service Bureau was for therapeutic reasons only and it was never looked upon as being a revenue income source. However, in the past two years, it has helped considerably in reducing our deficit. The Treasurer's Report, after discussion, was accepted as presented.

FINANCE COMMITTEE REPORT

In the absence of Mr. Williams, who attended the Finance Committee meeting prior to the Board meeting, but could not stay for the Board meeting, Mr. Wilson stated it was the consensus of the Finance Committee that the recommendations made by the Investment Advisors on June 13, 1963, to make certain changes in the portfolio were sound and approved their suggestions. These changes were as follows:

BUY

100 shares of Kaiser Aluminum Convertible Preferred 57 Series

SELL

65 shares of Manufacturers Hanover Trust

100 shares of Niagara Mohawk Power

2 of the 15 P.S. Electric & Gas Bonds, maturing Nov. 1963

The action of the Finance Committee was brought to the attention of the Board for information only, for the Finance Committee has the authority to make such changes in the portfolio.

### BELLEVILLE MERGER

Mr. Geaney reported that he had received a letter from Mr. Schuyler dated June 17, 1963, in regard to financing the proposed merger between the Family Counseling Service of Belleville and the Family Service Bureau. However, he prefaced his remarks by saying, on June 5, 1963 he had sent a letter to Mr. Schuyler in which he referred to the March 21, 1963 meeting he and Mr. Kilduff had with him and at that time the sum of \$25,000 yearly was discussed as necessary to carry out this operation. He also pointed out in this letter of June 5th, if we were to proceed with the merger as of July 1st, a commitment from the Welfare Federation of an additional \$7,000 for the balance of 1963, plus a transfer of the remainder of the \$11,000 appropriation made to the Family Counseling Service of Belleville for 1963, was necessary.

In a letter dated June 17th, addressed to him as Chairman of the Merger Committee, Mr. Schuyler indicated that there was no money available to effect the merger between the Family Counseling Service of Belleville and our agency. However, Mr. Schuyler suggested that the Family Service Bureau continue their activities to effect the merger for he felt that even if no money were forthcoming, it would have a salutary effect at the time of the budget hearing in early 1964. (A copy of this June 17th letter and also the June 5th letter referred to by Mr. Geaney is on file at the agency's office).

After Mr. Geaney had read the two letters, Mr. Hardin told the Board he had talked with Mr. Watson, President of the Family Counseling Service of Belleville today, after he had read the letter of June 17th. Mr. Watson had already talked to Mr. Schuyler and had arranged for a meeting to take place with him and the Chairman of the Central Budget Committee, Mr. Quad, to discuss more fully the implications of Mr. Schuyler's letter of June 17th.

It was Mr. Hardin's and Mr. Geaney's feeling that Family Service Bureau should continue discussing the feasibility of merger with the Family Counseling Service of Belleville, even though no additional funds would be forthcoming for this year. Mr. Schaefer felt that if it were to cost the Family Service Bureau of Newark additional money to enter into this agreement, we should not pursue it. Mr. Geaney and Mr. Hardin emphasized in their discussion that they did not anticipate nor would they approve the Bureau spending any additional money to effect the merger, but if it could be effected on the present appropriation to Belleville, that continued consideration should be given by our Board to such an amalgamation.

The Board approved of this idea and directed the present Merger Committee to continue negotiations with the Family Counseling Service of Belleville and Mr. Geaney assumed the responsibility of writing a letter to Mr. Schuyler indicating the action of our Board of Trustees. However, the Merger Committee of Family Service Bureau will wait until after Mr. Watson meets with Mr. Quad and Mr. Schuyler, which will be sometime in the next two weeks.

### PERSONNEL POLICIES COMMITTEE

Mr. Sterling reported that at a meeting of the Personnel Policies

Committee held on Monday, June 17th, the committee agreed if a merger with Family Counseling Service of Belleville and the Family Service Bureau were culminated, that our present Personnel Policies as written in regard to hiring professional social workers would prohibit Mrs. Mary Fawcett from employment, even though she is a well qualified social worker, but her Masters degree is in the field of psychology. In order to become a member of our staff, an amendment to our Personnel Policies would be necessary to cover her specifically. The Personnel Policies Committee proposed the following amendment:

"During the trial period, and in the event of a merger of the Family Counseling Service of Belleville with the Family Service Bureau, Mrs. Mary Fawcett, the present Executive Director of the Family Counseling Service of Belleville will be regarded as qualified, by amendment under the present Personnel Policies of the Family Service Bureau, as a full professional social worker. Mrs. Fawcett will be eligible for the same salary scale and benefits established under the Personnel Policies of Family Service Bureau, together with the responsibilities and other conditions of work within these Policies."

It was moved by Dr. Paddock, seconded by Miss Voigt and unanimously passed by the Board that this amendment be made a part of our Personnel Policies.

#### RESOLUTION FOR CLOSING 40-42 BLEEKER STREET

Mr. Hardin informed the Board that on Tuesday, June 25th at 10:30 a.m. the closing on our property at 40-42 Bleeker Street would take place at the offices of the Newark Housing Authority. In order that this transaction may be properly executed, a resolution was necessary from the Board of Trustees authorizing the sale of these properties. The resolution is as follows:

"RESOLVED, that the Board of Trustees of Family Service Bureau of Newark, New Jersey, do hereby authorize and approve the sale of the real property known as 40-42 Bleeker Street, Newark, New Jersey, to the Housing Authority of the City of Newark for \$41,500 upon the terms and conditions set forth in the Offer of Sale of Land, dated February 1, 1963, and accepted February 20, 1963, and the President or any Vice President and the Secretary are authorized and directed to execute and deliver a general warranty deed and such other affidavits of title and certificates as they deem appropriate for said premises on behalf of Family Service Bureau of Newark, New Jersey."

It was moved by Dr. Wood, seconded by Mr. Cooper and unanimously passed by the Board.

#### NOMINATING COMMITTEE REPORT

Dr. Wood assumed the Chairmanship of the meeting and called for the Nominating Committee Report which was given by Mr. Merdinger. Mr. Merdinger reported that the Nominating Committee presents the

following names as officers of the Family Service Bureau ending June 1965.

President	Mr. William D. Hardin
1st Vice President	Dr. Francis Wood
2nd Vice President	Miss Virginia Voigt
Treasurer	Mr. Geo. A. S. Cooper

Mr. Geaney moved that the nomination be closed and moved for the election of the slate. It was seconded by Mr. Sterling and unanimously passed by the Board.

#### CASE COMMITTEE REPORT

Dr. Paddock reported that the Case Committee had met on June 19th to discuss a proposal from F.S.A.A. in regard to a joint pilot study between the Child Study Association of America and Family Service Association of America. The Case Committee reviewed conditions for participation. It would entail a considerable amount of time of one of our case workers to take part in this project and since the study is for a three year period, it required considerable study by the Case Committee to ascertain if the Bureau, at this time, could afford giving up this most valuable time of a case worker. However, the Case Committee is in agreement with the proposed study. (A copy of the memo from Mr. Blackburn of F.S.A.A. is on file at the office) and proposed sending to Mr. Blackburn the following letter which is now made a part of these minutes:

"The Family Service Bureau of Newark is most interested in the CSAA-FSAA Project in Parent Group Education and are in agreement with the project in theory. However, at this time we are not in the financial position that would enable us to allocate the staff time required without jeopardizing our present casework program. Since we feel the project does have considerable merit and is something Family Service Bureau would like to participate in, we are wondering if there are any provisions whereby we could be considered at another period within the three year time allotted to the study.

"In the meantime, however, would it be possible for you to supply us with additional information about the kinds of cases that are selected for this study and the way in which CSAA, FSAA and the agencies' joint participation is worked out. This would have a bearing on the attitude of the agency toward possible future commitments in such projects if this is a possibility."

The Board approved the letter as written and gave authority to the Case Committee to pursue this matter further if necessary.

#### BUILDING & OPERATIONS REPORT

Mr. Merdinger gave a report on the cost of remodeling 15 Fulton Street.

A detailed copy is attached.

The Board unanimously also approved the repair of the walk at the side of the building at a cost of \$375.

#### FINANCING THE AGENCY OVER THE SUMMER MONTHS

Mr. Hardin proposed that the full amount of money we would receive from 40-42 Bleeker Street of \$41,500 be applied to the loan of \$45,000 now outstanding at the National Newark & Essex Bank and that authorization up to \$7,500 be given to Mr. Cooper and Mr. Merdinger to sign notes with the National Newark & Essex Bank to provide funds, when necessary, until the Board meeting in September. It was moved by Dr. Wood, seconded by Mr. Wilson and unanimously passed.

#### PAPER MILL PLAYHOUSE

Mr. Kilduff reported on the Paper Mill Playhouse performance and said while we had sold more tickets than last year, our return was not as great as the previous year. This was because our highest priced ticket was \$7.50, while the year before it was \$10.00.

Received from sale of tickets	\$1,586.00
Paid Paper Mill Playhouse	<u>1,020.78</u>
Profit to date	565.22
Outstanding	<u>15.00</u>
Total Profit	580.22

He also brought to the Board the request from the Family & Children's Society of the Oranges & Maplewood asking if we would like to participate jointly in a new musical called JENNY, starring Mary Martin. It is a Dietz & Schwartz Production, at the Winter Garden Theatre in New York in early January or the first part of February. If we agreed to participate jointly with them, as we had at the Paper Mill Playhouse, we would be allocated 250 seats apiece, which would be in the orchestra and mezzanine. The box office prices for this show are \$9.60 for orchestra and \$8.60 for mezzanine. If we were to sell the \$9.60 tickets for \$15.00 and the \$8.60 tickets for \$14.00, we could realize a profit of between \$1,000 and \$1,300 for each agency. If we were to enter into this particular agreement, we would receive the tickets during the summer months and we would have to pay for them in full at this time.

Miss Martin has always been in successful musicals.

It was moved by Mrs. Lynn, seconded by Dr. Wood that we undertake this joint venture with the Family & Children's Society of the Oranges & Maplewood. It was passed, but not unanimously, Mr. Geaney and Dr. Paddock dissenting.

#### OTHER BUSINESS

Mr. Kilduff stated he had received letters from F.S.A.A., Council of Social Agencies and New Jersey Council of Family Agencies. Specifically,

the F.S.A.A. is requesting that a Board member be appointed to serve on a regional committee that would plan for work-shops on a national level. The letter from the New Jersey Council of Family Agencies specifically requested that a Board member, together with a professional, be appointed from our agency to serve on the new Board of Directors that was being formed under the new Constitution & By-Laws.

Mr. Hardin suggested, instead of appointing two Board members at this time, that any Board member who felt he would like to serve on these two committees, could inform Mr. Kilduff. In the event this does not happen, he will at a later date appoint such members. In regard to the letter from the New Jersey Council of Social Agencies, no action was taken on this, which specifically dealt with a proposal to signing an agreement that we would be willing to be a partner in discussing the feasibility of a central health and welfare building and as such, if the land and the building site can be obtained, we contribute toward the support of it by taking quarters in it.

Next meeting of the Board of Trustees will take place on the last Thursday in September - September 26, 1963.

Edward V. Kilduff  
Executive Secretary

BUILDING & OPERATING REPORT

10-17-62	Litwack-Shteir	\$1,600.00
11-15-62	" " (Bldg. Permit)	40.00
11-30-62	Petty Cash (Bldg. License)	3.30
12-3-62	R. D. Construction Co.	2,480.00
12-28-62	" "	3,360.00
1-24-63	" "	3,038.00
2-15-63	James Pecora (plumbing)	66.00
2-15-63	R. D. Construction Co.	5,040.00
3-14-63	" "	4,270.00
3-19-63	Garden State Brickface Co.	1,000.00
4-15-63	" " "	1,216.00
4-15-63	R. D. Construction Co.	4,054.00
5-15-63	Harry Rich (floors)	1,725.00
5-15-63	Garden State Brickface Co.	554.00
5-20-63	R. D. Construction Co.	5,628.10
5-29-63	Wm. Hartman (painting)	2,484.00
5-29-63	Woerner & Taege (draperies & decorating)	1,008.44
6-15-63	Harry Rich (floors)	194.70
6-20-63	R. D. Construction	740.30
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		\$38,771.84

Outstanding Bill

William Hartman (painting)                      \$    621.00

\$45,000.00 - borrowed from bank	\$38,771.84 - paid to date
<u>38,771.84</u> - paid to date	<u>621.00</u> - outstanding bill

\$ 6,228.16

\$39,392.84
<u>1,600.00</u> - less architect's fee
\$38,992.84

It has been noticed that there is some seepage in the cellar which is due to the walk at the side of the building tipped to the building. In order to repair this walk, the estimate is \$375.00.